

Protective Measures to Prevent Exposure to COVID-19

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Revision history:

23 March 2020	Initial Release
11 April 2020	Removed language about foreign travel and simplified to just contact with infected person; added guidance for higher risk individuals; updated with CDC voluntary guidance (i.e. cloth face coverings)
5 May 2020	Renamed document, revised content to be consistent with the lab's Return to On-site Work Plan.
11 May 2020	Added training course name and number.
5 August 2020	Added Use of Common Areas and Eating/Drinking guidance, updated Risk Chart
14 August 2020	Restricting use of face coverings with exhalation valves and added verbiage on shower use.
9 October 2020	Revised to bring face covering information up to date.
23 October 2020	Updated stockroom procedure to delivery only.

Background

COVID-19 is thought to spread mainly through close contact from person-to-person in respiratory droplets from someone who is infected. People who are infected often have symptoms of illness. According to the CDC, people who are infected may not show symptoms and could still spread the virus. Fermilab has reduced the risk of exposure to COVID-19 by closing the campus to the public, restricting travel, instituting the work at home options and sick leave expectations, and cleaning high traffic areas with recommended disinfectant. Fermilab's working environment is considered a Lower Exposure Risk (lowest of the levels of exposure risk) according to OSHA's Guidance on Preparing Workplaces for COVID-19.

In keeping with the modified stay-at-home order, we require everyone on-site to cover their face when in indoor spaces and in outdoor spaces where six-foot distancing cannot be maintained. Face coverings must be worn in shared workspaces, common gathering places, and high-traffic community areas, such as stairwells and hallways. For some work situations, you may need additional PPE, such as a face shield or other barrier. Please consider the hierarchy of controls prior to utilizing protective equipment. This includes elimination/substitution, engineering controls and administrative/work planning controls. Currently, the lab, as well as the world, is experiencing shortages in protective equipment and PPE, and it is paramount to minimize the usage during these times.

All protective equipment and PPE orders shall be made utilizing the online stockroom. The items will then be delivered to the indicated location. Stockroom orders will be approved based upon scheduled work and may be filled upon availability due to supply chain shortages. Please utilize [CDC guidance to extend the life of your protective equipment](#) to the extent possible.

Based on the specifics of a work activity, the following safe work practices should be considered:

- Tape floors, place cones, post signs, and use other job aids to maintain proper spacing in between persons in a shared space.
- Do not share lab coats or other personal protective equipment. If there is no alternative to sharing personal protective equipment, follow the guidelines for disinfection after each use.
- Do not store assigned lab coats with other lab coats.
- Assume that any tool left out has not been cleaned or disinfected. Clean it using approved methods before using.

As always, Fermilab's work planning and control requirements should be implemented during this time. This includes management review of work plans and job walk downs to ensure the scope, hazards and mitigations are adequately addressed as outlined in FESHM 2060.

Fermilab COVID-19 Protective Equipment and Behavior Risk Chart

Potential Exposure Activity	Risk Category	Protective Equipment Requirements	Additional Requirements
Outdoors, separated from other personnel	0	None	<ul style="list-style-type: none"> • Maintain a 6 foot or greater social distance.
Inside buildings or enclosures, other common spaces (e.g. elevators, lunchrooms, hallways, vehicles)	1	Face covering (not required to be worn when alone in your personal office/cubical space)	<ul style="list-style-type: none"> • Maintain a 6 foot or greater social distance when possible. • Respect the capacity limitations for elevators (posted next to elevator car) and restrooms. • Limit of two individuals in a vehicle. <ul style="list-style-type: none"> ◦ Face coverings also required when alone. • Clean surfaces used prior to leaving. • Wash/sanitize hands after touching surfaces or removing face covering.
Inside a lunchroom/ breakroom or other common area when eating or drinking	2	Face covering (removed only when eating or drinking)	<ul style="list-style-type: none"> • Maintain a 6 foot or greater social distance from others. • Respect the room capacity limitations. • Clean surfaces after eating/drinking. • Wash/sanitize hands prior to eating/drinking and before returning to work. • Don mask immediately after eating/drinking is complete or when traversing in the area.
Working within 6 feet of another individual	3	<ul style="list-style-type: none"> • Face covering and face shield and impervious gloves OR <ul style="list-style-type: none"> • Face covering and safety glasses/goggles and impervious gloves 	<ul style="list-style-type: none"> • Approved written hazard analysis describing the task, hazards, and protective measures. • Wash hands after removing protective equipment.

NOTE 1: "Face covering" means cloth face mask or disposable face mask.

NOTE 2: Medical and first response personnel are to follow their exposure control protocol.

Contact your supervisor or DSO with questions regarding this chart.

Stockroom Inventory

All protective equipment and PPE orders shall be made utilizing the online stockroom. The items will then be delivered to the indicated location or available for pick up in the stockroom vestibule. Stockroom orders will be approved based upon scheduled work and may be filled upon availability due to supply chain shortages. Please utilize [CDC guidance to extend the life of your protective equipment](#) to the extent possible. Inventory is being evaluated daily, and efforts to maintain stock are ongoing. If the lab is running low on certain protective equipment or PPE, the FESS stockroom will notify the div/sec DSOs to communicate this information to the div/sec management.

Training/Information on Protective Equipment:

- Additional training will be required prior to returning to work (*Working Safely in the Era of COVID-19 and the Return to On-site Work*, FN000684).
- Protective equipment requirements will be posted in community areas.
- Protective equipment must be disposed of properly in a lined waste receptacle.

Personnel are expected to:

- Wash hands often with soap and water for at least 20 seconds especially after you have been in a public place/common area, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with others (> 6 feet).
- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards (dependent on cleaning supplies).

Face Coverings

Face coverings are not considered PPE, but protective equipment. On site personnel will have the option of a disposable face covering or a launderable cloth face covering (depending upon availability). The CDC guidance is to use the disposable face coverings as long as possible or until they no longer function as intended.

- All staff will be required to wear a face covering when inside a building, unless they are alone in a personal office space or conference room. They will be required to wear a face covering when outside, if >6 feet from another person cannot be maintained. Personnel may provide and wear their own face covering that is consistent with [CDC guidance for face coverings \(e.g. multi-layered, covers nose and mouth, etc.\)](#). Do not use face coverings with exhalation valves or those that only have a single layer of fabric.
 - Face coverings are used to reduce the respiratory droplet's that enters another's breathing space. Face coverings with exhalation valves can potentially direct respired air towards others without capturing respiratory droplets.
- If a person does not have their own face covering, they may request one from the security guard at the gate.
- Disposable and launderable face coverings are available in the stockroom.
- Employees are responsible for laundering cloth face coverings supplied by Fermilab.

Gloves

Please consider glove use when personnel are not able to easily sanitize surfaces between workers or more than one worker is working on the same equipment (this should be minimized).

- Any impervious gloves are acceptable.
- Nitrile, butyl and all other heavy-duty rubber gloves should be prioritized for work that requires them.
- It is recommended that if possible, Div/Sec should designate tools, vehicles, equipment, etc. to individuals to prevent multiple users from using them. This will prevent exhausting the existing stock of gloves.
- Another option is to clean tools with soap and water or other cleanser after use.
- Frequent hand washing with soap and water for at least 20 seconds is the preferred prevention method.

Barriers

Barriers are an effective engineering control when social distance cannot be maintained.

- Div/Sec management shall work with their DSO and building managers to determine where barriers are needed.
- The building manager will place a work order to FESS including:
 - Size
 - Quantity
 - Location
 - Priority
- The carpenter shop will build the barriers and arrange for the installation.

Use of Common Areas

Follow any posted occupancy limits. When using common areas (e.g. break areas, conference rooms, etc.) for lunch breaks or mask breaks, attempt to utilize the area alone, when possible, by staggering breaks. If not feasible, ensure personnel maintain at least a 6-foot social distance and avoid sitting directly across from each other.

Eating/Drinking in Lunchrooms/Breakrooms or Other Common Areas

Personnel are allowed to remove a mask while eating or drinking as long as:

- Hands are washed or sanitized prior to eating or drinking
- At least 6 feet is maintained between people, at all times
- Room occupancy limits are observed
- Masks are donned immediately when eating/drinking is done or when traversing the area
- Areas are wiped down with sanitizing cleaner when eating/drinking is complete
- Wash/sanitize your hands before returning to work

Area cleaning

Personnel are encouraged to clean common areas in their immediate work area such as; printers, copiers, break tables, kitchens, microwave exteriors, vending machines, etc., to alleviate the demand for janitorial services, and to allow them to prioritize high risk areas. Janitorial services are available for detailed cleanings through the normal service request process.

- Div/Sec Management should develop a list of high priority areas and communicate them to building management.
- Building management can then request additional cleaning upon janitorial service's availability.